

Directions for Using Google Calendar

1. Go to <http://dpanet/development/website/training/portal/main.htm>. Navigate down the page until you see the Google Calendar. Click on the bottom portion of the Google Calendar with a + sign in front of it.

Quick Links

- State Jobs
- Holidays
- PMLs
- Awards
- Subscriptions
- Forms
- Publications
- Public Notices

Government Links

- State Personnel Board
- CalPERS
- Department of Finance
- State Controller's Office
- Public Employment Relations Board
- California Citizens Compensation Commission
- State Telephone Directory
- State Agencies Directory

Training calendar

Today ◀ ▶ February 2010 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Feb 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	Mar 1	2	3	4	5	6

Events shown in time zone: Pacific Time

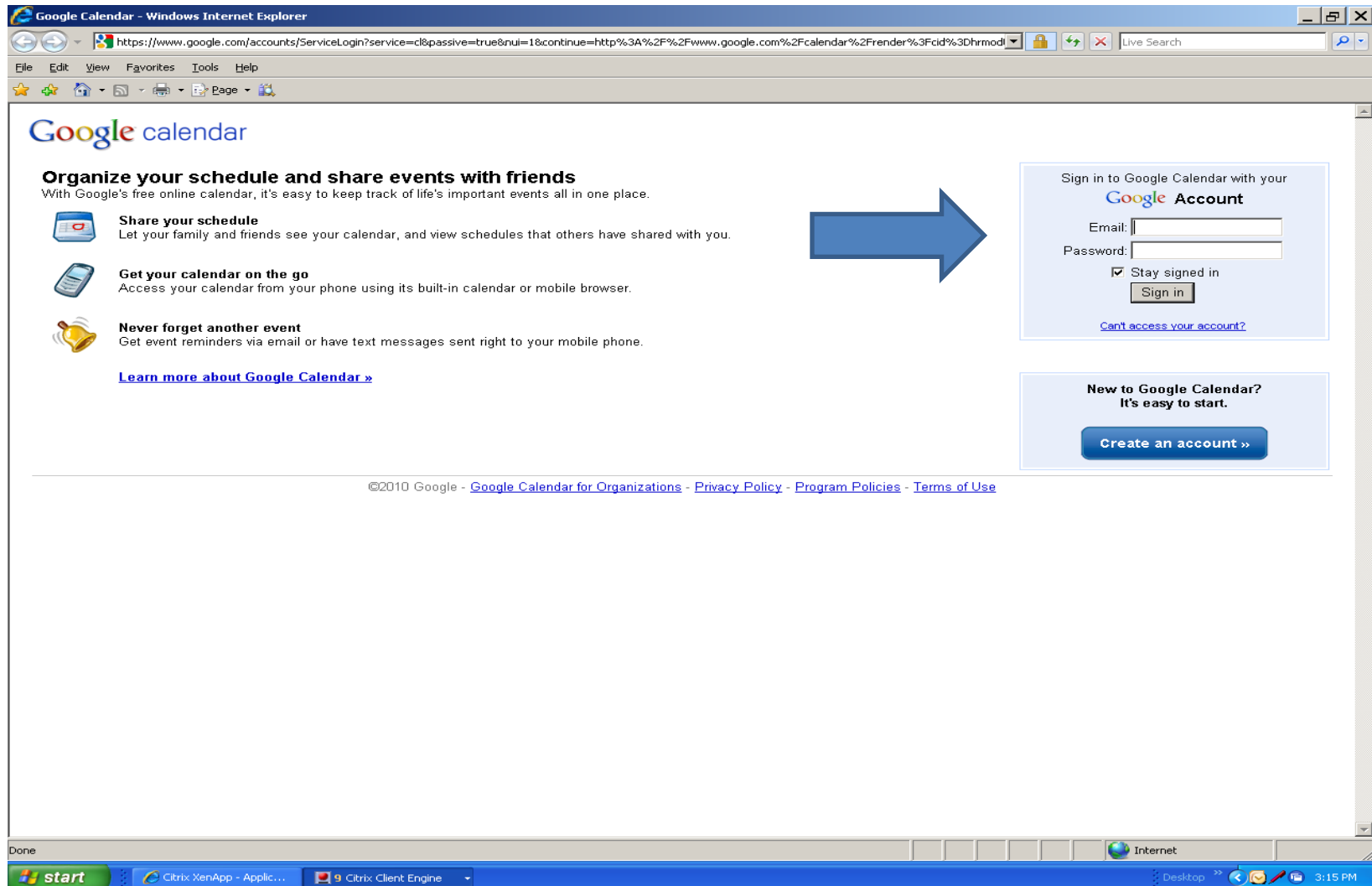
+ Google Calendar

Workgroups

- [Leveraging technology](#)
- [Workforce planning and needs assessment](#)
- [Basic supervision workgroup](#)
- [New training officer development](#)
- [Statewide training endorsement standards](#)
- [Individual and organizational performance management](#)

Click on this portion of the Google Calendar. It will take you to www.google.com and prompt you to enter a username and password

2. Once you are redirected to www.google.com, enter your username and password



3. Once you have entered your username and password, you should be redirected to the site below. Now, you can create an event. Navigate to the date of the event. Click on the desired date. Then click on Create Event.

The screenshot shows the Google Calendar interface in a Windows Internet Explorer browser window. The address bar displays the URL: http://www.google.com/calendar/render?cid=hrmodtraining%40dpa.ca.gov&gsessionid=r46_p5AwEL8nLFJmJt16-A. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Google Calendar header shows the user's email, [hrmodtraining@dpa.ca.gov](#), and links for [Home](#), [Sync](#), [Settings](#), [Help](#), and [Sign out](#). The main interface features a left sidebar with a calendar for February 2010, a list of "My calendars" (including "hrmodtraining@dpa...."), and "Other calendars" (including "US Holidays"). The central area displays a weekly view for February 8-14, 2010, with a time slot grid from 5am to 7pm. A blue callout box with an arrow pointing to the date "Mon 2/8" contains the text: "Click on the arrows next to the date in order to get to the date of your choice. Once you find your desired date. Please click on it. I have clicked on a date below, and there is now yellow color to the column." Another blue callout box with an arrow pointing to a time slot in the yellow column contains the text: "Now that I have clicked on a day. I can create an event, by clicking on the desired time in the yellow column." The Windows taskbar at the bottom shows the Start button, open applications (Citrix XenApp, Citrix Client Engine), and the system clock indicating 3:27 PM on 3/27/2010.

4. Once I click on the desired time, a box will pop up that allows me to enter more event-specific information

Google Calendar - Windows Internet Explorer

http://www.google.com/calendar/render?cid=hrmodtraining%40dpa.ca.gov&sessionid=r46_p5AwEL8nLf3mJt16-A

File Edit View Favorites Tools Help

Mail Calendar Documents Reader Web more

hrmodtraining@dpa.ca.gov | Offline | Sync | Settings | Help | Sign out

Google calendar Search My Calendars Show Search Options

Create Event Quick Add Tasks

February 2010

My calendars

hrmodtraining@dpa.ca.gov

Settings Create

Other calendars

Add a friend's calendar

US Holidays

Settings Add

When: Wed, February 10, 3:30pm - 4:30pm

What:

e.g., Breakfast at Tiffany's

Create event edit event details >

3:30p - 4:30p New event

To enter really specific information, click on the blue link labeled edit event details.

This box pops up and asks me to enter the name of the event.

Error on page.

Internet

start Citrix XenApp - Appli... Inbox - Microsoft Ou... Default - Windows In... Directions[1].pdf - A... Microsoft PowerPoint... Google Calendar - Wi... Desktop 3:39 PM

5. One you click on edit event details, you have a number of options. Each option is highlighted below.

Google Calendar - Windows Internet Explorer

http://www.google.com/calendar/render?cid=hrmodtraining%40dpa.ca.gov&sessionid=r46_p5AwEL8nLF3mJt16-A

File Edit View Favorites Tools Help

Mail Calendar Documents Reader Web more

hrmodtraining@dpa.ca.gov | [Offline](#) | [Sync](#) | [Settings](#) | [Help](#) | [Sign out](#)

Google calendar Search My Calendars Show Search Options

Create Event Quick Add Tasks

February 2010

My calendars hrmodtraining@dpa.ca.gov Settings Create

Other calendars Add a friend's calendar US Holidays Settings Add

Back to Calendar Save Cancel

New! Check out a sneak preview of some new features

What

When 2/10/2010 3:30pm to 4:30pm 2/10/2010 All day

Repeats Does not repeat

Where

Calendar hrmodtraining@dpa.ca.gov

Description

Guests

Add guests

Enter guest emails.

Contacts

Guests can

☐ modify event

☒ invite others

☒ see guest list

Options

Reminder

Email 10 minutes remove

Pop-up 10 minutes remove

Add a reminder

Show me as

☐ Available

☒ Busy

Privacy This event is:

☒ Default

☐ Private

☐ Public

Learn about private vs. public events

Back to Calendar Save Cancel

You can enter the e-mail addresses of people you want to notify of the event here. Make sure to separate the address with commas.

Enter in the reminder date for your event. This will send all participants a reminder e-mail.

Click the event as Public.

6. Once you have entered your information and clicked Save, your event should appear as part of the calendar. If you have any questions, e-mail me at Sid.Cole@dpa.ca.gov

The screenshot shows a web browser window titled "Google Calendar - Windows Internet Explorer". The address bar displays the URL: http://www.google.com/calendar/render?cid=hrmodtraining%40dpa.ca.gov&gsessionid=r46_p5AwEL8nLFJmJt16-A. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Google Calendar interface is visible, showing the user's email as hrmodtraining@dpa.ca.gov and links for Offline, Sync, Settings, Help, and Sign out. The calendar is set to "Feb 8 - 14 2010" and is in "Week" view. A notification at the top states: "Added **Test** on Wed Feb 10, 2010 at 3:30pm. [Undo](#)". On the left, there is a "Create Event" button, a "Quick Add" section, and a "My calendars" section showing "hrmodtraining@dpa..." with a "Create" button. Below that is an "Other calendars" section with "US Holidays" selected. The main calendar grid shows a red event titled "Test" on Wednesday, February 10, 2010, from 3:30pm to 4:30pm. A blue callout box with a white arrow points to this event, containing the text "Here is the event that I created." The Windows taskbar at the bottom shows the Start button and several open applications: Citrix XenApp - Appli..., Inbox - Microsoft Ou..., Default - Windows In..., Directions[1].pdf - A..., Microsoft PowerPoint..., Google Calendar - Wi..., and Desktop. The system clock shows 3:54 PM.